

IOWAccess Steering Committee

December 12, 1997 ■ 9:00 am - Noon

US Department of Veterans Affairs ■ Des Moines

Attending

Gerry Bair
Pat Brockett (*for Charles Palmer*)
Cynthia Eisenhauer
Roger Gutmann
Rep. Willard Jenkins
Dr. Robert Koob
Henry Lai
Todd Linden
Kaye Lozier (*for Sen. Mary Kramer*)
Tom Lynch
Larry Murphy
Nancy Richardson (*for Darrel Rensink*)
Sandy Scharf
Phil Smith
Gretchen Tegeler
Hon. Marcia Ternus
Maj. John Tymeson
Grant Veeder
Paul Wieck
Jim Youngblood

IOWAccess Project Leads

Linda Plazak, *Project 1*
Elizabeth Henderson, *Project 11*
Stan Kuhn, *Project 11*
Harold Templeman, *Project 14*

Staff

Dave Arringdale - ITS
Harold Bowman - ICN
Amy Campbell - IOWAccess
Bill Morgan - GSA
Gina Noll - IOWAccess

Approval of Minutes & Agenda

The Steering Committee introduced themselves. Gerry Bair moved that the minutes to the last meeting be approved, and Sandy Scharf seconded the motion. Gretchen Tegeler moved that the Steering Committee accept the agenda, and Roger Gutmann seconded that motion.

Staff Report

Business Survey

Linda Plazak reported on the Business Survey conducted by Selzer and Company. While one survey instrument was used, the survey was actually conducted on three targeted populations -- 100 top decision makers from a cross section of all Iowa businesses listed with Dunn & Bradstreet; 100 top contacts from all Iowa agricultural businesses listed with Dunn & Bradstreet; and 100 management information services (MIS) managers of companies, drawn from Dunn & Bradstreet lists and supplemented with a random selection of Iowa companies deemed of sufficient size to have an MIS manager.

Plazak emphasized that this is not an overall picture of the business community in Iowa - it is really three slices in a six slice pie. Plazak noted that each target population has been analyzed separately - and the information gathered has been interpreted separately. Therefore, this business survey is really three separate surveys, using the same instrument.

Like the citizen survey, this survey discovered that 73% of Iowa businesses felt that more efficient government operations and less duplication were the major benefits of a Citizen Information Network.

Federal Update

Phil Smith is confident that additional federal funding will be available once IOWAccess focuses its efforts - but admitted the funding may be from a number of sources and will probably be awarded competitively. Smith commented that Iowa is in a good position to compete - particularly for an \$8 million grant under the STAR Schools program and other projects funded under the US Department of Defense. Smith cautioned that it is becoming increasingly difficult to earmark funding for specific projects.

Smith emphasized the need to continually look for ways to integrate funding for IOWAccess and other value-added projects into existing budgets. Smith offered to work with state agencies in focusing priorities for 1998.

Smith noted that IOWAccess is starting to get national attention - including coverage by CIO Magazine, Governing, and Government Technology. The national media is keeping close watch on the Iowa experiments, and Smith offered to help nationally market IOWAccess when appropriate.

Project 1 RFP Recommendation

IOWAccess has much broad implications on the way state government operates, the way citizens receive services, and the direction the state will go in information technology. These implications reach beyond state government into all levels, branches, and subdivisions of Iowa government. Because of this, the Project 1 Team felt that the Steering Committee should have final approval of the Citizen Information Network vendor, and the direction set for that vendor.

Plazak noted that the Project 1 RFP was constructed flexibly, to allow the vendor to determine and design their own approach in meeting the goals of IOWAccess.

The RFP explained what the State wants to do with the Citizen Information Network, and specified the baseline criteria and requirements.

Three responses to the RFP were received. Plazak noted that one proposal did not meet the mandatory requirements outlined in the RFP. The remaining two responses proposed similar approaches. Plazak generally explained the differences between the two proposals, and noted that one had more vision and depth.

Plazak explained the review process, and noted that a cross section of the Citizen Council, Steering Committee, and Project 1 Team served on the RFP Evaluation Team.

Iowa Interactive was the vendor selected - and if the Steering Committee agrees to that direction - an intent to award will be issued immediately. Plazak commented that Iowa Interactive's proposal was predicated on the online sales of DOT motor vehicle batch records as a means to initially support the system.

Plazak offered to send anyone a copy of the 193 page proposal - and asked anyone that wants a copy to contact Amy Campbell (515.243.2000). Sandy Scharf asked that a copy be sent to him.

Norm Baker pointed out that the network managers will only have the abilities and responsibilities granted to them by the State and oversight committee. Iowa Interactive will not be given absolute authority. Nancy Richardson commented that the proposed premium service applications are the core of DOT concern, and agreed that the State needs to have ultimate decision making authority over the network managers.

An intent to award will be issued today, and contract negotiations will begin after the five-day appeal period. The team still hopes to have a contract signed by January 2. Plazak noted that ITS will be meeting with the Governor's Chief of Staff to determine who will serve on the Advisory Committee and outline what issues need to be covered in the contract. Plazak explained that the Advisory Committee will need to be small and represent not only government stakeholders, but also the major premium service users. Janet Huston, with General Services' Purchasing Division, has been assigned as counsel for this contract.

Tegeler reinforced that Iowa Interactive's approach demonstrated a much better vision for the future, and combined this vision with the experience required to quickly develop the network.

Youngblood recognized that IOWAccess is a tool for everyone - including local governments and other branches of government. Youngblood encouraged everyone to consider how the CIN may be used in the future, and acknowledged the need to begin planning ahead for future development to keep the idea of IOWAccess alive. Youngblood asked anyone with ideas for the future to contact Linda Plazak (281-6778).

Todd Linden asked if the evaluation team had any concerns about Iowa Interactive. Plazak and Baker explained that there were a couple of issues that need to be

resolved by the contract negotiations - Iowa Interactive proposed perpetual use licenses instead of the state becoming the owners of applications and Iowa Interactive's approach in Iowa will be a large departure from their operational history in other states.

Roger Gutmann moved that the IOWAccess Steering Committee accept the Project 1 recommendation to issue an intent to award to Iowa Interactive. Marcia Ternus seconded the motion. The motion was passed on a voice vote.

Youngblood thanked all those participating in the review and evaluation of the Project 1 RFP responses. Youngblood thanked Jim Day for his exceptional work in writing and researching the Project 1 RFP, and acknowledged the hard work of all IOWAccess team leads and others involved in the contracting process.

Adoption/Revision of the Fund Reallocation Policy

The IOWAccess Steering Committee reviewed the proposed fund reallocation policy. Youngblood noted that the Steering Committee and GSA need to have ultimate financial oversight - and for that reason a policy has been constructed to guide budgetary revisions. Sandy Scharf moved that the policy be adopted, and Gretchen Tegeler seconded the motion. The motion was approved on a voice vote.

Project Progress & Financial Reports

Youngblood noted that staff will begin providing the Steering Committee with monthly financial reports. Campbell stated that all teams have identified a vendor, and are in the process of finalizing the contract negotiations. Campbell reviewed the progress of each team. Cynthia Eisenhauer, Paul Wieck, and Pat Brockett updated the team on the progress of Projects 10, 9, and 13.

Elizabeth Henderson and Stan Kuhn updated the Committee on the progress of Project 11 (Environmental Permitting) and pointed out that the successful vendor was over budget. Kuhn noted that both the proposals submitted were over budget, and the successful one was also the lowest cost bid. Kuhn stated that the team will be approximately \$25,000 short of completing the base work. This amount will be covered by DNR, because this project is a high priority for them. The team is in the process of prioritizing the additional options, and will determine what the bottom line cost will be. It is possible that Project 11 will need \$125,000-\$200,000 more to fully implement this project. Project 11 has agreed to look for other sources of funding, and will have a clearer picture of the need by the next Steering Committee meeting. At that time, the team may be requesting additional funds.

Harold Bowman highlighted all encumbered funds to date, and noted that leftover Fed II dollars are being used to fund the IOWAccess business survey, the Security RFP, and a security system for Emergency Management. Bowman noted that any additional Fed III funds would be used to supplement the enterprise security solution. Bowman noted that the only actual funds spent to date are \$72,893 for hardware, software, and contracting in Project 5, and \$114,000 for SPPG staffing and IOWAccess expenses.

Adjournment

The IOWAccess Steering Committee adjourned, and reconvened as the ITS Advisory Board.